

DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

Archives No

07-30

DEPARTMENT	DIVISION	SECTION	PERMANENT	X
Local Affairs	Property Taxation	Appraisal Standards and Administrative Resources	NON-PERMANENT	X
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Abatement Petitions A. Approved Petitions B. Denied Petitions	A. Three years B. Permanent	A. On-site, paper copy B. Scanned, Stored On-site on CD	
2.	Manuals – Assessor's Reference Library Volumes 2, 3, and 5	Permanent	On-site, paper copy for versions 1999 and older; On-site PDF files, stored on CD for 2000 and newer	
3.	Education A. Educational Materials B. Student Attendance Records	A. Three years B. Permanent	A. On-site paper copy and On-site PDF file stored on CD B. On-site stored on network	
4.	Aid and Assistance Files	Permanent	On-site, paper copy for documents 2005 and older, On site, PDF files, stored on CD for documents 2006 and newer	
5.	Abstracts of Assessment	Current plus six years	On-site paper copy, On-site electronic data, stored on network	
6.	Certification of Levies and Revenue	Current plus six years	On-site paper copy, On-site electronic data, stored on network	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am

authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Peterson</i>	Date 12/19/2006	Records Liaison Officer's Signature <i>Myra Hewitt</i>	Date 11/16/2006
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 1/29/07	State Auditor's Signature <i>Debbie Ray</i>	Date 1/8/07

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7.	Annual Report	Permanent		On-site paper copy On-site electronic data, stored on network beginning in 2003	
8.	Senior Homestead Exemption				
	A. Electronic Data	A. Current plus six years		A. On-site, stored on network beginning in 2002	
	B. Denial Letters and Applications	B. Permanent		B. On-site, paper copy, stored on network beginning in 2002	
9.	Residential Assessment Rate Study	Permanent		On-site paper copy, on-site electronic data stored on network	
Note: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.					

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State Archivist's Signature <i>Terry Peterson</i>	Date <i>12/19/2006</i>	Records Liaison Officer's Signature <i>Monica Heustis</i>	Date <i>11/16/2006</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>1/29/07</i>	State Auditor's Signature <i>CECILIA E. KEE</i>	Date <i>1/8/07</i>